

TOWN OF STONEHAM

APPLICATION FOR USE OF TOWN HALL FACILITIES

1. NAME OF ORGANIZATION: _____
2. PLEASE CHECK FOR RESERVATION OF:
AUDITORIUM () AUDITORIUM STAGE ()
BANQUET ROOM () KITCHEN ()
HEARING ROOM ()
3. LIST INDIVIDUAL DATES REQUESTED: _____
4. HOURS REQUESTED: _____ TO _____ . TO FORESTALL ADDITIONAL CHARGES, THE BUILDING SHOULD BE VACATED BY THE HOUR SHOWN BELOW IN ITEM(S) 18 OR 19.
5. IF AUDITORIUM IS REQUESTED, WILL CHAIRS HAVE TO BE REMOVED? _____
6. IF BANQUET ROOM IS REQUESTED, WILL CHAIRS AND TABLES HAVE TO BE SET UP? _____
7. IS MEMBERSHIP OF ORGANIZATION COMPOSED OF STONEHAM CITIZENS? () YES () NO
8. WHAT IS THE PURPOSE OF THE MEETING? _____
9. WILL THERE BE ANY ADMISSION CHARGE? _____
10. FOR WHAT PURPOSE WILL RECEIPTS BE USED? _____
11. ESTIMATED NUMBER OF PERSONS WHO WILL ATTEND: _____
12. HAS PRIOR RESERVATION BEEN MADE WITH THE SUPERVISOR OF BUILDINGS? () YES () NO
13. AS A CONDITION OF THIS USE, THE UNDERSIGNED AGREES TO ABIDE BY THE RULES AND REGULATIONS IMPOSED BY THE TOWN ADMINISTRATOR AND TO PAY SUCH FEES AS ARE REQUIRED WITHIN 43 HOURS AFTER RECEIPT OF BILL.
14. SIGNATURE OF APPLICANT: _____ DATE: _____
15. ADDRESS: _____
16. TELEPHONE NUMBER: _____

RULES AND REGULATIONS

NO ALCOHOLIC BEVERAGES SHALL BE SERVED ON THE PREMISES OR ADJACENT GROUNDS.

APPROVAL OF RESERVATION IS GRANTED WITH THE UNDERSTANDING THAT THE SELECTMEN, THE TOWN OF STONEHAM, ITS EMPLOYEES AND AGENTS SHALL NOT BE HELD RESPONSIBLE FOR INJURIES SUSTAINED ON THE PREMISES OR ADJACENT GROUNDS.

APPROVAL OF RESERVATION IS GRANTED WITH THE UNDERSTANDING THAT THE APPLICANT SHALL REIMBURSE THE TOWN OF STONEHAM FOR ANY PROPERTY DAMAGE.

TO BE COMPLETED BY CUSTODIAN

17. RENTAL FEE FOR TOWN HALL FACILITIES: AUDITORIUM ____ AUDITORIUM STAGE ____ BANQUET ROOM ____ KITCHEN ____ CHECKROOM ____ HEARING ROOM ____ .
18. CUSTODIAN SHALL BE ON DUTY FOR ____ HOURS (BASED ON REGULAR TIME, TIME AND A HALF AND DOUBLE TIME DEPENDING ON SATURDAY SUNDAY OR HOLIDAY RESERVATION.) **4 HOUR MINIMUM.**
19. EXTRA CUSTODIAN WILL BE ON DUTY FOR ____ HOURS (BASED ON TIME AS LISTED ABOVE.)
20. HAS ARRANGEMENT BEEN MADE FOR POLICE DETAIL OF ____ MAN OR MEN, DETERMINED BY BOARD OF SELECTMEN AND/OR CUSTODIAN?
21. COMPUTATION OF BILL TO BE SENT TO APPLICANT:
RENTAL FEE: \$
CUSTODIAN FEE: \$
EXTRA CUSTODIAN FEE: \$
TOTAL: \$

TO BE COMPLETED BY SUPERVISOR OF BUILDINGS

22. APPROVAL GRANTED BY: _____ DATE: _____
AMOUNT PAID: _____ AMOUNT DUE: _____

PLEASE NOTE:

THE STONEHAM FIRE DEPARTMENT HAS REQUESTED THAT PERSONS SIGNING THE RENTAL FORMS BE MADE AWARE THAT ALL PYROTECHNICS AND FLAMING DEVICES ARE PROHIBITED IN PUBLIC BUILDINGS AND THAT THEIR SIGNATURE ON THIS NOTICE WILL MAKE THEM PERSONALLY LIABLE FOR VIOLATIONS OF THIS NOTICE.

SIGNED: _____

DATE: _____

ORGANIZATION: _____

THE ABOVE INFORMATION IS REQUIRED BEFORE SUBMITTING RENTAL FORMS FOR APPROVAL BY THE SUPERVISOR OF BUILDINGS.